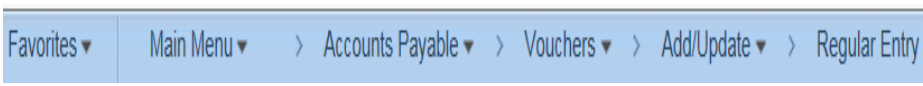


Last Revised Date: 03/21/2018

General Information




Task	Process Information
Creating a PO (Purchase Order) Voucher	A voucher that is entered from an Express Purchase Order or Purchase Order <u>without</u> having a receipt.

GEARS Navigation

Accounts Payable > Vouchers > Add/Update > Regular Entry	
--	--

1.0 Process

This document is intended to provide a quick reference to completing standard transactions within GEARS.

STEP	ACTION	DETAILS
1.	Select the "Add a New Value" Tab	<p>Voucher</p> <p> </p>
2.	Click the  button.	

3.

On the **Invoice Information** tab - enter the following information:

Follow these Department of Budget and Finance standards:

Please enter the invoice numbers exactly as provided on the invoice. However, if your invoice does not provide a specific number, please follow the below standardizations to create an invoice number.

- **Invoice Number** – Date of the invoice, YYYYMMDD, followed by the initials of the company name in capital letters.
Example: An invoice is received and dated March 15, 2015 from the Office Supply Network without a specific invoice number provided. The user should enter the invoice number as 20150315OSN.

Note: Where hyphenated or multiple last names are used, the last "last name" is to be utilized in the invoice number for all invoices.

Example: John Andrews-Sanders, invoice number would utilize the initials JS. Andy Jon De Smith, invoice number would utilize the initials AS.

- **Invoice Date** – Enter this just as it appears on the vendor invoice.
- **Accounting Date** – Using the format of mmddyyyy enter the current date (today).

Invoice Information | AOC MD Payment | Payments | Voucher Attributes


Business Unit MDJUD Invoice No Sample3

Voucher ID NEXT Accounting Date 02/28/2017

Voucher Style Regular Voucher Pay Terms NET00

Invoice Date 02/28/2017 Basis Date Type Acct Date

4.

On the **Invoice Information** tab – Click on the  next to Copy From Source Document to open the PO Copy area.

Invoice Information | AOC MD Payment | Payments | Voucher Attributes

Business Unit MDJUD Invoice No Sample3

Voucher ID NEXT Accounting Date 02/28/2017

Voucher Style Regular Voucher Pay Terms NET00

Invoice Date 02/28/2017 Basis Date Type Acct Date

Vendor ID ShortName Location Address

Control Group Accrual Voucher

Invoice Total

Line Total 0.00

*Currency USD

Total 0.00

Difference 0.00

Session Defaults Comments(0) Attachments(0)

Save Action Run Calculate Print

Copy From Source Document

5. On the **Copy Worksheet** screen – select the Purchase Order.

Copy From [Go](#)

- Select “Purchase Order Only” from the drop down and select the “Go” hyperlink.

▼ PO Lookup Criteria

PO Business Unit

PO Number From



You can search for the purchase order business unit and number by selecting the magnifying glass.

- Click the button.
- Under the **Select PO Lines** section, enter a check mark only in the check box next to the PO line which is being vouchered against.

Copy Worksheet

Business Unit MDJUD [Return to Invoice Information](#) Voucher NEXT

▼ PO Lookup Criteria

PO Business Unit Administrative Office of Court [Reset](#) ☐ View Matched /Cancelled Only

PO Number From PO Number To

PO Line Number From PO Line Number To

*PO Date Option PO Date

► Additional Search Criteria

Max Rows [Copy Selected Lines](#)

Select PO Lines Find | View All | First 1 of 1 Last

PO Unit MDJUD PO Number 0000058396

Vendor ID 0000010864 CIRDAN GROUP INC PO Date 01/04/2017

☒ Select All ☐ Deselect All

Select PO Lines Personalize | Find | View All | First 1 of 1 Last

Main Information Contract Information

Select	Unit Price	Line Number	Schedule Number	Item ID	Description	Quantity Vouchered	UOM	Merchandise Amount	Currency	PO Qty	U
<input type="checkbox"/>	138.38000	2	1	AY17 ITSM Business Process Imp	1050.0000	MHR	145299.00	USD	1050.0000		

☒ Select All ☐ Deselect All

PO Line Count 1

PO Total \$145,299.00

6. Click the button.

7.

On the

Invoice Information

tab – enter the following information.

- **Note:** the Vendor, Invoice and Distribution line information have carried over from the PO. **DO NOT change the chartfields on the line (Account, Batch Agency, Fund, Program, Approp Number, Approp Yr, PCA).** If the chartfields are incorrect, then the PO needs to be modified by DPCGA before it can be used.
- **Note:** If the Vendor ID to be used for payment is different than the Vendor ID carried over from the PO, use the “Remit to” field on the Payments tab to provide the other Vendor ID.
- **Attachments** – Be sure to attach a copy of your invoice. **Note: Your voucher will not save without an attachment.**

Invoice Information | AOC MD Payment | Payments | Voucher Attributes

Business Unit MDJUD Invoice No Sample3
 Voucher ID NEXT Accounting Date 02/28/2017
 Voucher Style Regular Voucher Pay Terms NET00 Due Now
 Invoice Date 02/28/2017 Basis Date Type Acct Date

CIRDAN GROUP INC

Invoice & Distribution info copied from Receipt

Invoice Total
 Line Total 145,299.00
 *Currency USD
 Total 145,299.00
 Difference 0.00

Session Defaults
 Attachments (0)

Save Action Run Calculate Print

Copy From Source Document
 PO Unit PO Number Copy PO Copy From None Go

Invoice Lines
 Line 1
 *Distribute by Quantity
 Item
 Quantity 1,050.0000
 UOM MHR
 Unit Price 138.39000
 Line Amount 145,299.00
 Calculate

SpeedChart
 Ship To JIS - MAIN
 Description AY17 ITSM Business Process Imp

Purchase Order
 MDJUD0000058396(211)
 Associate Receiver(s)
 Force Price
 Adjust PO Percentage
 Allocate by Percentage

Distribution Lines
 GL Chart Exchange Rate Statistics Assets

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Batch Agt	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept
<input type="checkbox"/>	1	100.0000	100.0000	145,299.00	1050.0000	MDJUD	C25	12173	3003	0898	T017	A0012	AY2017	

8.

For Amount Only POs:

On the


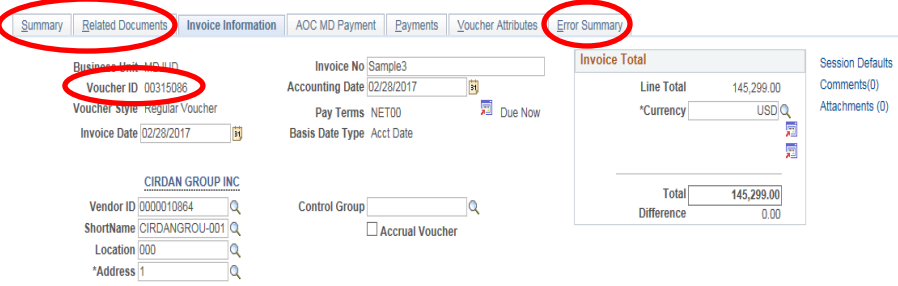

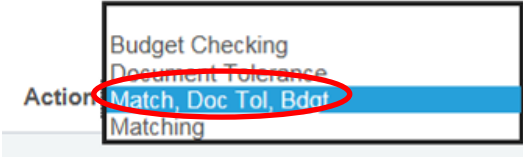

Invoice Information**tab – adjust the total and amounts, if needed.****For Amount Only POs:**

1. If needed, adjust the Total (header) and Amounts (line), to match your invoice.
2. Click on the “Calculate” buttons on the header and line to confirm that the header and lines all agree.

The screenshot displays the 'Invoice Information' tab in the GEARS system. The 'Invoice Information' section includes fields for Business Unit (MDJUD), Voucher ID (NEXT), Voucher Style (Regular Voucher), Invoice Date (02/28/2017), Invoice No (Sample3), Accounting Date (02/28/2017), Pay Terms (NET00), Basis Date Type (Acct Date), Vendor ID (000010864), ShortName (CIRDANGROU-001), Location (000), and Address (1). The 'Invoice Total' box shows a Line Total of 145,299.00, a Total of 145,299.00, and a Difference of 0.00. The 'Invoice Lines' section shows Line 1 with a Quantity of 1,050.0000, UOM (MHR), Unit Price (138.38000), and Line Amount (145,299.00). The 'Distribution Lines' table shows a Merchandise Amt of 145,299.00. Red circles highlight the 'Calculate' buttons in the 'Invoice Total' box, the 'Invoice Lines' section, and the 'Distribution Lines' table.

9.

Save the voucher by clicking the **Save** button.

<p>10.</p>	 <p>Confirm your voucher is saved.</p>	<ol style="list-style-type: none"> 1. You have (3) new tabs. (Summary, Related Documents and Error Summary). 2. You have an (8) digit Voucher ID. 3. You have “Actions” in your drop down box. 
<p>11.</p>	<p>Select the “Match, DocTol, Bdgt” action, and then click</p> 	 <p>NOTE: If you have already run the “Match, Doc Tol, Bdgt” Action on a voucher and it results in an exception, please resolve the exception and then re-run <u>only</u> the action needed to clear the exception. This will reduce unnecessary processes and help improve system throughput.</p> <p>For example, if the “Match, Doc Tol, Bdgt” action is run, and Budget Exceptions exist (though Matching is valid), resolve the budget issue and then re-run only the “Budget Checking” action.</p>
<p>12.</p>	<p>Click  to submit voucher for approval.</p>	



End of Document

This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer to the appropriate User Procedures and/or online references for any corresponding policies regarding this process.